



## Termination Authority

## INSTRUCTIONS

1. This form will be used to initiate termination of a NASA contract.
2. Include all pertinent remarks or instructions for completing this termination. Attach additional pages, if necessary. (*One copy of attachment for each copy of this form.*)
3. Insofar as practicable, this form shall be HAND CARRIED to avoid expense to the Government occasioned by delay in accomplishing termination.
4. A complete termination is a termination of all undelivered items on a contract after the termination becomes effective. A partial termination is a termination wherein items remain on the contract to be delivered after the termination becomes effective.
5. Initiating authority will complete items 1 through 9 of this form and item 10 if a partial termination.
6. Use part III, "Remarks," if necessary.
7. Number of copies required: 6.

## TERMINATION REQUEST

1. TO (Procurement office, including organization code)		2. FROM (Activity originating Procurement Request, including initiator, organization code, and telephone extension)	
3. NAME OF CONTRACTOR		4. STREET ADDRESS OF CONTRACTOR (Including ZIP Code)	
5. CONTRACT OR PURCHASE ORDER NO.	6. PROPERTY CLAUSE	7. TERMINATION EFFECTIVE	
		<input type="checkbox"/> IMMEDIATELY <input type="checkbox"/> DATE <input type="checkbox"/> OTHER (Explain in part III)	

## 8. TYPE OF TERMINATION RECOMMENDED

a. CONVENIENCE OF THE GOVERNMENT			b. DEFAULT OF THE CONTRACTOR	
TYPE	CONTRACT PRESENTLY DELINQUENT	ACTIONABLE BASIS FOR DEFAULT	TYPE	
<input type="checkbox"/> COMPLETE			<input type="checkbox"/> COMPLETE	
<input type="checkbox"/> PARTIAL	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> PARTIAL (Specify items in part III)	

## 9. JUSTIFICATION FOR TERMINATION

10. ITEMS TO BE TERMINATED (SECURITY REQUIREMENT: If contract is classified, prepare in accordance with NASA Security Regulations)

CONTRACT ITEM NO.	NOMENCLATURE	UNIT OF MEASURE	QUANTITY TO BE TERMINATED	TOTAL ( <i>Dollars</i> )

TOTAL CPIT (Estimate when necessary)

## 11. COORDINATION AND APPROVAL

COORDINATION			APPROVAL		
DATE	INITIALS	ORG CODE	TYPED NAME AND SIGNATURE	ORG CODE	DATE

<b>II. TERMINATION REQUEST</b>					
12. TO (Authorized Termination Contracting Officer)			13. FROM (Procurement Office, initiator, organization code, and telephone)		
14. INFORMATION CONTAINED IN PART I HEREOF HAS BEEN EXAMINED AND IS: <input type="checkbox"/> CORRECT <input type="checkbox"/> INCORRECT (Note corrections, if any, in part III, "Remarks")					
15. TYPE OF TERMINATION RECOMMENDED					
a. CONVENIENCE OF THE GOVERNMENT				b. DEFAULT OF THE CONTRACTOR	
<input type="checkbox"/> COMPLETE  <input type="checkbox"/> PARTIAL		CONTRACT PRESENTLY DELINQUENT <input type="checkbox"/> YES <input type="checkbox"/> NO		REVIEWED FOR ACTIONABLE BASIS FOR DEFAULT <input type="checkbox"/> YES <input type="checkbox"/> NO	
				<input type="checkbox"/> COMPLETE  <input type="checkbox"/> PARTIAL (Specify items in part III)	
16. JUSTIFICATION FOR TERMINATION (Attach additional page, if necessary)					
17. TERMINATION EFFECTIVE			18. AGENCY OF ADMINISTRATION		
<input type="checkbox"/> IMMEDIATELY <input type="checkbox"/> DATE _____ <input type="checkbox"/> OTHER (Explain in part III)					
19. CONTRACT PRICE ITEMS TERMINATED		20. AMOUNT OF CONTRACT (Include all supplements)		21. TYPE OF CONTRACT	
22. TERMINATION CLAUSE NO.		23. AUTHORIZED CERTIFYING OFFICER			
24. NAME AND ADDRESS OF <input type="checkbox"/> SURETY <input type="checkbox"/> ASSIGNEE					
25. COORDINATION AND APPROVAL					
COORDINATION			APPROVAL		
DATE	INITIALS	ORG CODE	TYPED NAME AND SIGNATURE	ORG CODE	DATE
<b>III. REMARKS (Use additional pages, if necessary)</b>					
<b>IV. TERMINATION ASSIGNMENT</b>					
26. TO (Activity to which assigned for settlement)			27. FROM (Assigning Activity: Organization code and telephone extension)		
INFO COPY TO:					
28. DOCKET NO. _____ IS ASSIGNED TO YOUR ACTIVITY FOR SETTLEMENT.                      DATE _____					
29. ATTACHMENTS		30. TYPED NAME AND TITLE OF AUTHORIZED INDIVIDUAL		31. SIGNATURE	